



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 09-06**

**MEMORANDUM**

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**To:** School Health & Nutrition Program Sponsors

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** September 9, 2005

**RE:** **CRITICAL** Verification Guidance for SY 2005-2006 Reporting Requirements

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**This critical memo serves to notify all Local Education Agencies (LEA) that verification results must be reported to the Arizona Department of Education by March 1, 2006.** Also included with this memo is the revised CNP Verification Guidance Manual. This manual provides an overview of the verification sampling methods and requirements, direct verification, and step by step instructions for completing the verification report. Please review the enclosed manual. Several changes in the verification process occurred due to federal mandates. For detailed information on verification refer to the Free and Reduced-Price Policy Handbook.

The results of your verification results from SY 2004-2005 determined whether you qualify for Administrative Relief for SY 2005-2006. Sponsors that qualify for Administrative Relief have the option of choosing either the Random Sampling Method or Focused Sampling Method. **LEAs that do not qualify for Administrative Relief must use the Standard Sampling Method** and select from error-prone applications. All sponsors **MUST** determine what sampling method to use by visiting the non-response rate report located at: [www.ade.az.gov/health-safety/cnp/nslp/verification/](http://www.ade.az.gov/health-safety/cnp/nslp/verification/)

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.

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